

<b>Date of Issue</b>	May 2010
<b>Original Date of Issue</b>	September 2007 (as APM A2310)
<b>Subject</b>	<b>INJURIES TO STUDENTS, VISITORS, PARENTS AND VOLUNTEERS</b>
<b>Reference</b>	R.S.O 1990 Occupational Health and Safety Act
<b>Contact</b>	Facility Services

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**1. Purpose**

This Administrative Procedures Memorandum provides guidance for reporting injuries and critical injuries to students, visitors, parents and volunteers that take place on Board property, at a Board sponsored event or at a Board construction site.

**2. A critical injury is defined as an injury of a serious nature that:**

- 2.1 places life in jeopardy;
- 2.2 produces unconsciousness;
- 2.3 results in substantial loss of blood;
- 2.4 involves the fracture of a leg or arm but not a finger or toe;
- 2.5 involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- 2.6 consists of burns to a major portion of the body; or
- 2.7 causes the loss of sight in an eye.

**3. Procedure for responding to Critical Injuries/Deaths**

3.1 Should a student, visitor, parent or volunteer be killed or critically injured from any cause, the principal/supervisor shall, on or off Board property:

3.1.1 ensure that appropriate emergency treatment for the injured person is received;

3.1.2 notify the principal or designate who will:

3.1.2.1 notify the person's next of kin;

3.1.2.2 notify the Risk Officer who will notify:

3.1.2.2.1 the Director of Education, Associate Director and Superintendent of Education;

3.1.2.2.2 the Ministry of Labour;

3.1.2.3 carry out reporting procedures outlined in section 8.

3.2 On Board property the principal or designate will:

3.2.1 ensure that the scene of the incident is not disturbed, except for the purpose of saving life, relieving human suffering or the prevention of unnecessary damage to equipment or other property, until permission is given by the Ministry of Labour;

3.3 No official statements shall be released except under the authority of the office of the Director of Education. Refer media inquiries to the Communications Department. Refer other public inquiries to the office of the Area Superintendent of Education



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#### **4. Retaining Evidence**

- 4.1 For injuries that require further investigation due to the seriousness or circumstances that could implicate the Board, evidence is to be retained. The Board's insurer and the Risk Officer will advise on the specific evidence to be retained, but in general the following are required:
  - 4.1.1 Where the incident meets the definition of a critical injury, evidence will not be collected for insurance purposes until permission is given by the Ministry of Labour.
  - 4.1.2 Photos of incident locations, excluding injured parties are taken as soon as possible (photos may be taken while a scene is still secure and awaiting a Ministry of Labour inspector). Examples of incident locations are: walkways where a slip and fall occurred, playground equipment, gymnasium or technical shops where an injury occurred. The photo is to include the date, time, location, name of the photographer and be submitted to the Risk Officer.
  - 4.1.3 Evidence should be collected, such as samples of glass fragment where injuries have resulted from glass breakage, damaged equipment, solutions used where parties have been injured. Advise the Risk Officer of the evidence retained.
  - 4.1.4 Where a student is identified as the aggressor their name should be listed in the "witness" area of the OSBIE form and not in the detail or description of the incident.

#### **5. Investigations**

- 5.1 The board's insurer OSBIE provides defense for the board, schools and board employees when a law suit arises as a result of unintentional actions in the course of their duties.
- 5.2 The school principal or person in charge shall instruct staff not to provide information to anyone other than the police, the Ministry of Labour, appropriate Board staff and the Board's insurer, OSBIE.
- 5.3 Staff may receive verbal or written communication about the incident from a plaintiff, a plaintiff's legal guardian, legal counsel or insurance company. Staff shall not discuss any details of the incident and shall advise the school principal or person in charge and the Risk Officer of the communication.
- 5.4 When a statement of claim indicating a law suit is being presented against the board or staff, please forward to the Risk Officer.

#### **6. When to Complete an Ontario School Board Insurance Exchange (OSBIE) Incident Report**

- 6.1 An OSBIE online report shall be completed when any student, visitor, parent or volunteer, whether on school property, field trip, or at a co-operative education placement, is:
  - 6.1.1 admitted to hospital, fatally injured or transported to the hospital via emergency services.
  - 6.1.2 injured to such a degree that it is witnessed by or reported to any staff member.



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6.1.3 injured to such a degree that they require first aid treatment, medical or dental attention.

## **7. Completing, Retaining and Providing Copies of OSBIE Incident Report**

- 7.1 For all injuries, the school principal or person in charge shall ensure that an OSBIE online incident report is completed to convey information for claims analysis and determination of further action.
- 7.2 Incidents shall be reported using the secure encrypted OSBIE website. Go to [www.osbie.on.ca](http://www.osbie.on.ca) click on “report an incident online.” Enter user name and password and complete all required fields. Print form for school records, then click the submit button, found in the lower right corner. This submits the report to OSBIE and the Education Centre simultaneously.
- 7.3 Since initial incident reports could be used as evidence in legal proceedings; the report should be concise, non judgemental and contain only factual information.
- 7.4 Where a legal guardian requests a copy of the incident report, contact the Risk Officer for confirmation before releasing any information. In all instances, details identifying witnesses are to be removed from the copy to be released.
- 7.5 Students are not authorised to complete incident reports. They may, however, be named as witnesses.

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***Issued under the authority of the Director of Education***